



*Hardwick Community Primary School
Attendance Policy
November 2009*

1. RATIONALE

Hardwick Community Primary School aims to work together with parents/carers to ensure that all children registered at the school attend both regularly and punctually.

2. PARENTS/CARERS' RESPONSIBILITIES

(i) Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis to make the most of the educational opportunities available. The only exception to this is in the Foundation Stage, where a gradual transition to full-time education happens during the first half of the autumn term. Parents/carers are responsible for ensuring that their child attends school punctually, appropriately dressed and equipped, and in a fit condition to learn.

(ii) Parents/carers should ensure that if their child is to be absent from school for any unanticipated reason such as sickness, they should contact the school by 9.00 a.m. on every morning of absence. This is best done by phone, but can also be by email, letter or in person. Only parents and carers can do this, not the children themselves or their older siblings.

(iii) Parents/carers may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents/carers. Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.

(iv) Classroom doors will open at 8.50 a.m. Registration begins at 9.00 a.m. and the outside doors will be shut at this time. Parents/carers should ensure that their child arrives at school in time for the start of registration (9.00 a.m.). If a child arrives after 9.00 a.m. the parent/carer should report directly to the school office where they will need to sign the child in and give a reason for the lateness.

(v) Parents/carers must avoid booking family holidays during term time. Parents/carers do not have any entitlement to take their child out of school for such holidays and must apply to the school for permission in advance of any such holiday. All applications will be treated on an individual basis, by the headteacher. They will take into account the child's previous attendance record and the likely impact of any missed time on the child's educational progress and social stability. Such applications can not exceed one absence of up to 10 school days per school year. Requests for term-time leave will not be granted as of right. Requests for periods of leave which coincide with SATs (Years 2 and 6) will not be granted. If the school does not agree absence, and the child is taken on holiday, absence is unauthorised.

Procedure for requesting leave.

A yellow form requesting leave of absence for a family holiday can be obtained from the school office, which asks parents to give an account of why the holiday can only be taken during term time. Parents will be advised if permission has been granted or not. Permission must be sought at least two weeks in advance.

Other unavoidable circumstances may also mean parents might wish to request absence from school. Again a form requesting absence for exceptional circumstances



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can be obtained from the school office. Again this should be returned to the school

no less than 2 weeks before the date when you want the period of absence to start, stating clearly the reasons for the request for leave of absence, eg, religious observance, an approved sporting activity or family wedding.

(vi) Parents/carers are requested to inform the school of any circumstances which might affect the child's attendance.

Issues of which Parents/carers need to be aware:

If the school does not agree to grant leave and parents/carers take their child on holiday then this will be counted as unauthorised absence (truancy). Should leave be granted but the child remains absent for longer than agreed, this extra time will be recorded as unauthorised absence (truancy). Should a child fail to return to school within 10 school days of the agreed return date and there is no contact from the parents/carers the school may remove the child's name from the school roll. The school will also inform the Education Welfare Service.

Extended visits overseas

Occasionally absences of more than 10 days to visit family overseas may be unavoidable. In such circumstances the school will recognise the importance and significance such visits often have and will wish to ensure that a positive discussion with parents/carers takes place beforehand. In exceptional circumstances the Headteacher may authorise such absence. The school will stress to parents/carers the likely educational impact upon their child if extended leave is taken during term-time. If the school is unable to agree to a request for leave the reasons will be explained to parents/carers.

3. School Responsibilities

(i) The school will record and monitor attendance in accordance with statutory requirements. The school will set an annual target for attendance related to the Ofsted benchmark.

(ii) Registration opens at 9.00 a.m. and at 1.00 and 1.15 p.m in KS1 and 2 respectively. Registration will close at 9.10 a.m. and at 1.10 and 1.20 p.m. After closure of registration a child will be recorded as authorised absence if an acceptable reason is received or unauthorised absence if an unsatisfactory reason is received.

(iii) Teachers will complete registers in accordance with the most recent government guidance. The Headteacher will inspect registers to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.

(iv) Should a class teacher have particular concerns about an individual child's attendance or punctuality, this should be raised directly with the Headteacher.



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- (v) Should a child be absent the class teacher or office staff will enter the appropriate code in the register. Should no explanation be received from the child's parent/carer, the school office will endeavour to make contact with the parent/carer under the first response system from 9.30 a.m. onwards. Individual causes of concern may trigger more rapid procedures to be implemented.
- (vi) All absence notes from parents/carers should be dated and initialled by the class teacher and stored in the register. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the Headteacher, who may then choose to speak to the parents/carers concerned.
- (vii) The Headteacher will regularly review attendance data and will use this data during meetings with the school's Education Welfare Officer (EWO). These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO. In the first instance that a member of staff becomes aware of circumstances affecting a child's attendance they will endeavour to contact the parent/carer to discuss this.
- (viii) The Headteacher will report current attendance data to the Governing body termly and liaise with all relevant agencies (LA and EWO over setting attendance targets).

Adopted by Governing Body May 2007.
Reviewed date Nov 2009